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I. Position Information

Job Code Title: Project Associate (UNDP Project on HIV/AIDS funded by the Global Fund)

Type of Contract: Service Contract

Reports to: National Project Director

Level of Post: SC6

Duty Station: Center for Communicable Disease Control (CDC) - HIV/AIDS Component – Tehran, Iran

Duration: Six months with possibility of extension

II. Organizational Context

The project titled "Enhancement of National HIV Response with Focus on Target Beneficiary Groups in line with the fourth National Strategic Plan (NSP) 2015-2019" is funded by the Global Fund to support Iran's response in controlling the growth of HIV/AIDS prevalence and incidence.

The key objectives of the project are:

- By the end of 2019, maintain the HIV prevalence rate at less than 13% among PWIDs
- By the end of 2019 maintain the HIV prevalence rate among men and women with the most high-risk sexual behaviors at less than 5%
- By the end of 2019 decrease AIDS mortality rate in identified HIV positive cases by 20% compared to the baseline of the 4th NSP

The United Nations Development Program (UNDP) Iran country office as the Principal Recipient (PR) works with the Country Coordinating Mechanism (CCM) and three Sub-Recipients (SRs) in implementation, monitoring, and evaluation of the project. The SRs are: Center for Communicable Diseases Control of Ministry of Health (CDC), Welfare Organization (WO) and Iranian Prisons Organization (PO).

CDC as the main SR of the project works with Mental and Social Health Addiction Department of Ministry of Health and all University of Medical Sciences as Sub-Sub Recipients (SSRs) of the grant.

Under the direct supervision of the National Project Director of CDC and in close coordination with HIV/AIDS national programme manager and UNDP project manager, the Project Associate support implementation of HIV/AIDS project activities as reflected in the approved project work plan and ensure high quality of project performance and achievement of intended results.

III. Functions / Key Results Expected

Summary of Key Functions:

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- Support to formulation of programme strategies and implementation of HIV/AIDS National Strategic Plans (NSP 4 and 5)
- Administrative support to the National Project Director of CDC.
- Facilitation of knowledge building and knowledge sharing.

1. Supports formulation of **programme strategies and implementation of the fourth HIV/AIDS National Strategic Plan** focusing on achievement of the following results:

- Collecting, analyzing and presenting background information for preparation of reports needed for managerial level of the SR;
- Close collaboration with the Supervision Implementation of the Programme (SIP) Committee of NSP to ensure effective Monitoring, Evaluation and Implementation of HIV Programme.
- Providing effective support to the National Project Director of CDC to ensure mobilization of all project inputs.

2. Provides effective support to the National Project Director and **management of CDC focusing** on the achievement of the following results:

- Conducting M&E activities such as field visits and preparing reports and recommendation for better implementation and quality assurance purposes;
- Close monitoring of the project work-plan, substantially and financially, analyzing the progress and providing the project team including the SR and UNDP with constructive recommendations and following up the needed actions.
- Providing operational support to designated Sub-Recipient (SR) which is CDC in consistency with the project work plan, perform framework, policies and procedures of the Government of I.R. Iran, UNDP Iran, and the Global Fund.
- Coordinating procurement of goods/services. This includes preparation of the TOR/Specifications, as well as pursuing selection procedures under the guidance of the direct supervisor and with close coordination with UNDP;
- Following up on performance indicators/success criteria, targets and milestones of the project;
- Organizing regular and ad hoc technical internal/external meetings, workshops and any other related events with implementing partners.
- Providing support to the direct supervisor in recruitment, supervision and management of service providers. This includes preparation of Terms of Reference (TOR), pursuing and support of recruitment procedures in coordination with UNDP.
- Providing backstopping support to the supervisor and other team members as required.
- Timely identification and resolution of implementation challenges.
- Any other tasks as required in the context.

3. Provides **administrative support to National Project Director of CDC** focusing on achievement of the following results:

- Preparing the agenda, minutes of meeting as required by the supervisor;
- Assisting in preparation of various project reports as required by the supervisor.
- Any other administrative tasks as required in the context.

4. Ensures **facilitation of knowledge building and knowledge sharing** focusing on achievement of the following results:

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- Participating in training activities and provide reports of the event for the supervisor and other staff of HIV/AIDS department.
- Ensuring facilitation of knowledge management.
- Synthesis of lessons learnt and best practices in programme;
- Sound contributions to knowledge networks and communities of practice;

IV. Impact of Results

The key results have an impact on the successful achievements of project objectives which are in line with HIV/AIDS National Strategic Plans.

V. Competencies and Critical Success Factors

Functional Competencies:

Advocacy/Advancing A Policy-Oriented Agenda

Level 1.1: Support the preparation of information for advocacy

- Identifies relevant information for advocacy for a variety of audiences

Results-Based Programme Development and Management

Level 1.1: Contributing to results through provision of information

- Provides information and documentation on specific stages of projects/programme formulation and implementation
- Provides background information to identify opportunities for programme and project development and helps drafting proposals

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- Analyzes general information and selects materials in support of partnership building initiatives

Innovation and Marketing New Approaches

Level 1.1: Implementing processes and uses products

- Documents and tracks innovative strategies/best practices/new approaches
- Responds positively to new approaches

Resource Mobilization

Level 1.1: Providing information for resource mobilization strategies

- Maintains database of project files
- Provides data and information needed for preparation of project documents

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- Researches best practices and poses new, more effective ways of doing things

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

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- Understands the main processes and methods of work regarding to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments
- Demonstrates in-depth understanding and knowledge of the current guidelines and utilizes these regularly in work assignments

Client Orientation

Level 1.1: Maintains effective client relationships

- Reports to internal and external clients in a timely and appropriate fashion
- Organizes and prioritizes work schedule to meet client needs and deadlines
- Responds to client needs promptly

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control
- Managing conflict
- Learning and sharing knowledge and encourage the learning of others. **Promoting learning and knowledge management/sharing is the responsibility of each Service Contract holder.**
- Informed and transparent decision making

VI. Recruitment Qualifications	
Education:	University Degree in Health, Business or Public Administration, Economics, Political Sciences and Social Sciences would be desirable, but it is not a requirement. Secondary Education is required, preferably with specialized certification in health, e.g. Medical Doctor, public health, or alike.
Experience:	6 years of progressively responsible administrative or programme experience is required at the national or international level. Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems. HIV related work experiences and knowledge is desirable.
Language Requirements:	Fluency in Persian and English, both written and spoken.